Chapter 2
Computer Processing

Section I
General

2-1. Scope

This chapter discusses preparation of input for computer processing and describes initial editing and processing accomplished automatically.

Section II
STANFINS Codes

2-10. APC

   a.   General.   The APC is locally developed four-position alphanumeric code which abbreviates the accounting classification and relates to the AMS code and to other codes used in processing.   Each APC is described in the APC master file (AXWAVK) except as specified below. APCS are used in input transactions to Standard Army Financial Inventory Accounting and Reporting System (STARFIARS) or the BASOPS Supply system as well as STANFINS; they appear in the record description of several files; and they appear in various output listings.

   b. Construction of APCS.

      (1) Activity code.   The first position of the APC is the activity code.   It identifies accounts for which the finance and accounting office (FAO) prepares consumer fund allotment and expense reports with an alphabetic character and accounts for which the FAO does not prepare consumer fund allotment and expense reports with a numeric character.   It is also a control code for several system listings.

      (2) Subactivity code.   The second through fourth positions of the APC are the subactivity code which describes the APC in detail.

   c.   Required APCs.

      (1) Off-post ASF customers.

         (a) Each ASF customer for which the FAO does not prepare consumer fund allotment and expense reports requires an unique APC. This APC will have a numeric activity code (first position) and will relate to the activity address code, UIC, or other requisitioner code in the BASOPS supply edit files.   The relationship will be such that several APCS can be used by

the same requisitioner code and several requisitioner codes can use the same APC. The APC is assigned at the level of detail which is desired to be shown on the daily ASF sales listing from which the Standard Form (SF) 1080 (Voucher for Transfer Between Appropriations and/or Funds) billing is prepared and in the ASF Sales Recapitulation and Modified Statement (ASFSRNS) 6 Listing. This is the detail reimbursement source code level or lower. The detail reimbursement source code will be specified in the APC Master File (AXWAVK) record for the APC.

(b) Each group of ASF customers requires a summary APC if the budgeted sales program is not input in terms of an actual customer's APC. A separate summary APC may be established or the APC customer may be arbitrarily selected for the purpose. The summary APC will be established at the detail reimbursement source code level which is required for the Statement 6, Requirement Control Symbol (RCS) DD COMP(Q)-1032. If an APC is established for this purpose, it is recommended that the second through fourth positions be identical to the reimbursement source code. The detail reimbursement source code will be specified in the APC Master File (AXWAVK) record for the APC.

(c) It is recommended that the structure of off-post APCS be coordinated with the structure of the local DO Deposit Remitter Code, to minimize confusion as a result of either code being used in the same card columns of disbursement and collection transactions.

(2) On-post customers.

(a) Each account for which the FAO prepares consumer fund allotment and expense reports requires an unique APC. This APC will have an alphabetic activity code (first position). As a minimum, APCs will be assigned at the level of detail required for external reporting. APCs may be assigned at any lower level desired for the daily fund control listings, the weekly expense listing, the as-required Non-Stock Fund Undelivered Orders and Payables Listing, the quarterly ASFSRMS 6 Listings, and for special purposes described below. The levels of detail at which expenses will be reported are controled by the AMS code and the various report level codes in the APC Master File (AXWAVK) for each APC.

(b) The MAP and special open allotments require APCS.

(c) The RDTE appropriation requires an APC assigned at the desired AMS level, as for OMA. The US Army Test and Evaluation Command (TECOM) Interface Cost Center/Element of Cost is provided for input transactions and is separate from the level code in the APC Master File (AXWAVK).

(d) Each APC which represents an ASF customer will be related to the requisitioner code in the BASOPS supply edit files as described for off-post APCs. The APCs especially assigned for the ASF budgeted sales

program, if used as described above, can also be used to record the on-post budgeted sales.

(e) A separate APC is assigned to each account for which special post project data is to be reported on the Special Post Projects Listing. All expenses charged to that APC will be reported under the special post project code in the APC Master File (AXWAVK) record for that APC, as well as being included in other applicable reports such as the CSCFA-218.

(f) A separate APC is assigned to each account which represents a Functional Cost Account to be reported in the RCS CSCFA-218 (Status of Approved Operating Budget). All expenses which are charged to that APC will be reported under the Functional Cost Account in the APC Master File (AXWAVK) record for that APC, as well as being included elsewhere in the CSCFA-218.

(g) A separate APC Is assigned to each account to be used by each element of the station for directly identifiable support of each customer under the appropriation reimbursement procedures. For example, when it is known that appropriation reimbursement customer number 123053 will reimburse an account for all expenses which It incurs, that account can be assigned a separate APC for those expenses. All expenses charged to that APC will be automatically identified as reimbursable and the earnings and accounts receivable will be automatically recorded, based on the fiscal action code (FAC) (6 or 8) and the customer number in the APC Master File (AXWAVK) record for that APC.

(h) A separate APC is assigned to each account to be used by each element of the station for directly identifiable support of each customer under the automatic appropriation reimbursement procedures and each predetermined cross-reference APC. This condition applies when the customer is also an account for which the FAO prepares consumer fund allotment and expense reports.

(i) Expense transactions not known to be reimbursable at the time of input, or known to be reimbursable but the customer number is now known, do not require a special reimbursable APC. The normal APC for the account is charged initially and an earnings transaction is recorded later when the customer and value are identified.

(j) Each group of consumer fund APCS requires a summary APC if the expense ceilings, allotments, reimbursable orders, and annual programs are not input in terms of the detail APC. A summary APC may be assigned or it may be any arbitrarily selected APC with an appropriate AMS code. Such an APC is cited in the ceiling transactions. It is assigned at the level of detail specified for external reporting requirements, such as the CSCFA-218, or any lower level. It includes programmed change in selected resources. This APC is assigned at the lowest level desired to appear in the dail fund control listings and the weekly expense listings, according to the AMS code and the various report level codes in the APC Master File (AXWAVK) record for each APC.

(k) At the beginning of a fiscal year (FY), a new APC is assigned for each APC which has an undelivered order record in the Non-Stock Fund Open History File, as shown in the Non-Stock Fund Orders and Payables Listing for 30 September. The new APC has the same four characters as the prior FY APC. The purpose of this APC is to accommodate the expense effect which will accompany the accrued expenditure when the undelivered order is received and recorded as a payable. Unless the station APC structure changes with the new FY, this process is normally accomplished automatically by the fiscal yearend BASOPS procedures.

d. Optional APCS. APCS may be used to represent most accounting classifications to be used in the system. These classifications include transactions for others (TFO), open allotments, collections to reimbursement and revenue accounts, advance accounts, and DO Deposits accounts, but not ASF accounts. It is recommended that APCS assigned for these purposes be in the off-post series, with a numeric activity code (first position).

e. APC interactions with other codes.

(1) FY. An APC is always used in connection with a FY when matching to the APC Master File (AXWAVK). Transactions which do not include a FY code as they are input, such as consumer fund purchases from the ASF, are assigned the current FY or "X" FY **as** determined from the APC Master File (AXWAVK).

(2) Program director (formally report agency).

(a) Purpose. The program director code assigned to an on-post consumer fund APC provides a means of overcoming, for certain purposes, the restraint on the number of accounts which can be described by the APC structure.

(b) Listings sequenced by program director and APC.

<u>1</u> Weekly detail cost--excluding military. Controls are appropriation (major), program director, activity, APC, EOE, and document number (minor).

<u>2</u> Weekly detail cost--military only. Controls are program director (major), activity, APC, date, EOE, and document number (minor).

(c) Listings sequenced by program director and AMS or accounting classification.

<u>1</u> The daily fund control exception and inquiry listings are detailed in the description of program director. Controls are program director (major), accounting classification, and budget project of AMS at various levels of detail (minor).

<u>2</u> Weekly cost by AOB, parts I and II. Controls are appropriation (major), program director, activity, program, subprogram, and AMS (minor).

(d) Listings sequenced by APC or AMS but not program director.

<u>1</u> Non-stock fund orders and payables. Controls are operating agency (major), FY, basic symbol, allotment serial, subprogram or budget project, activity (first position of APC), EOE, and document number (minor).

<u>2</u> General fund age analysis. Controls are activity (first position of APC) (major), accounting classification, and document number (minor).

<u>'</u> External reports, including the CSCFA-218, CSCFA-217, CSCFA-216, CSCFA-212, CSCFA-112, CSFOR-78. Controls are related to the accounting classification.

(3) Other codes. Many other codes are related to the APC and are described In the APC Master File (AXWAVK) daily cycle input formats. The codes described above interact with the APC in the special manners outlined. Note the relationship of the APC with the appropriation reimbursement program customer which is described under customer number.

f. APC structure restraints.

(1) Any alphabetic or numeric character, but no special characters, can be used in the activity code (first position). Any alphabetic, numeric, or special character can be used in the subactivity code (second through fourth positions). The use of certain characters should be avoided because their use provides opportunities for transcription errors. These include all special characters. Also, the followlng groups of characters have been found to be susceptible to errors:

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O, O, Q        5, S        U, V
1, I, L, T     C, G        X, Y
2, Z           D, P
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(2) Depending on local restrictions placed on the use of characters, but without special characters, it is possible to describe between 17 and 36 accounts by the fourth position (or any single position) of the APC; between 289 and 1, 96 accounts by the third and forth positions; and between 4,913 and 46,656 accounts by the second through fourth positions (subactivity).

g. AP progran restraints.

(1) An AFC with a numeric activity code (first position) is treated as an off-post account for which the FAO does not prepare consumer fund allotment and expense reports. This restraint is applied in analyzing the ASF sales.

(2) An APC with an alphabetic activity code (first position) is treated as an on-post account for which the FAO prepares consumer fund reports. This restraint is applied in analyzing the ASF sales.

(3) An APC with an activity code (first position) "H" should not be used for an account which is not physically located on the installation. The BASOPS supply subsystem will not print a shipping document for issues to such an account.

(4) Certain APCs, as described elsewhere, are reserved for specific uses and are not available for use by a station in its APC structure.

h. APCS reserved for standard use.

(1) Operating with BASOPS I supply. The APCS listed below are reserved for standard use within the BASOPS supply subsystem. They must be excluded from the APC Master file (AXWAVK) to avoid errors in the backorder or due-out data in the CSCFA-181 and CSGLD-1115 reports.

J100   Self-Service Supply Center transfers
J200   Clothing Sales Store transfers
J300   Clothing Issue Point transfers

(2) "9999" is reserved for standard use within STANFINS/STARFIARS for interfund billing purposes and is automatically assigned when an APC cited in a STARFIARS bill is invalid. APC "9999" must be included in the APC Master File (AXWAVK).

(3) The reserved APCS can be treated as exceptions to the station APC structure and do not restrain the use of the activity code "J" or the subactivity codes.

(4) Operating with STARFIARS. APCS to be excluded from file. The following APCS are reserved for standard use within the STARFIARS supply system:

Y100 Commissary
Y200 Clothing Sales Store

(5) Accounting for Fire Fighters. Fire fighters, fire chiefs and fire inspectors must be identified by a unique APC In order to correctly calculate and report current and cumulative man-months in financial reports. The following APCS are reserved for this purpose. STARCIPS interface payroll accounting data use these APCS.

J41* - Fire Fighters
J42* - Fire Chiefs
J43* - Fire Inspectors

The fourth position of the APC may be any alpha numeric character (0-9, A-Z).

i. Generalized APC-program director structure.

(1) A generalized structure is suggested for use in describing accounts which are common to most stations.

(2) Program director codes used in the generalized APC structure are 1 through 8. Codes 0, 9, and A through Z are available for local use.

(3) Program director codes used in the generalized APC structure are related to program directors, major programs, and base operation cost accounts as follows:

Program director	Program director code	Major program	Base operations account
	This code may be one or two positions.		
DPCA	1	8 and 9	G and N
DPTSEC	2	1 , 2 , 5 , a n d 8	
DIO	3	7	B, C, and H
FHMA	4	(FHMA)	
DEH	5		J, K, and L
DC-E	6	3	H
MEDDAC	7	8	

Comp

The generalized APC structure excludes major programs 4, 6, and 10 and Base Operations Account M as well as RDTE, fish and wildlife conservation, Military Construction Army (MCA), procurement of equipment and munition appropriations (PEMA), Reserve, National Guard, and other appropriations for which the program director and APCS are locally assigned.

(4) Activity codes (first position) used in the generalized APC-program director structure have significance within each program director group, but are not significant when independent. The same applies to the subactivity codes. The activity codes generally are at the level of detail of the sixth, seventh, or eighth position of the AMS code. Activity codes which are susceptible to transcription errors, such a I, O, Q, etc., are not included in the generalized structure.

(5) The generalized APC-program director structure is at figure 2-1.

2-11. Activity code

The activity is a one (first) position code which interacts with the program director code, special post project code, and appropriation reimbursement program customer number in specified listings as described under APC.

2-12. AFCR code

The AFCR code is a one-position code which shows the origin of a transaction or its current status. It appears immediately following the Type Action (T/A) code on certain listings. AFCR codes are defined in appendix A.

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2-13. Not Used

2-14. Correction code

The correction code is a one-digit alphabetic code indicating the type of action to be accomplished. This code is used to correct transactions on the Daily Preliminary Balance; to correct block total codes; and to update edit files. The codes and their definitions are contained in appendix A.

2-15. Customer number

a. General. The customer number is a locally developed, six-position alphanumeric code which identifies appropriation reimbursements and all other non-stock fund customers of the station. Each customer number is described in the Appropriation Reimbursement Program Master File (FXWAVK). The customer number is used in transactions which are input into STANFINS; it can appear in the APC Master File (AXWAVK); it appears in record description of the Appropriation Reimbursement Program Master File (FXWAVK); and it appears in various output listings.

b. Elements of the customer number.

(1) Customer identifier.

(a) The customer identifier is the first three positions of the customer number if the first position of the customer identifier is:

1-3 Automatic reimbursement program
  4 Funded reimbursement program
  8 Federal communications tax
  9 Miscellaneous revenue

(b) Those activities with a large number of automatic Reimbursement customers can use 5, 6, or 7 as the first position of the customer identifier. For these customer identifiers, the first five positions of the customer number identify the individual customer, instead of the first three positions.

(c) The customer identifier code is the major control in SF 1080 billing which is produced in the billing cycle. A separate bill is prepared for each customer identifier code. Each billing will include the funded or automatic reimbursement earnings for the month under all the work area codes and all FYs.

(d) The customer identifier with the work area code represents the minor summary level, under FY, activity, and automatic or funded total levels, in the accounts receivable status listings for automatic and funded appropriation reimbursement programs.

(e) The customer identifier represents the minor summary level the first position of the customer identifier (8 and 9) in the Accounts Receivable Status, Other Sales, Listing.

(f) The customer identifier codes in the 8** series represent those Federal communications taxes which are recorded in General Ledger Account 2520 when billed and transferred to account 2400 when collected. The collection is recorded in the DO Deposits Subledger (DO Deposit Ledger 21 and JXUAVK).

(g) The customer identifier codes in the 9** series represent those miscellaneous revenues which are recorded in General Ledger Account 6799 when billed and recorded in accounts 3013 or 3014 when collected. The collection is recorded in the General Appropriation Revenue Subledger (15) or the Miscellaneous Receipts Subledger (16).

(2) Work area. This is a two-position alphanumeric code which identifies the account earning the reimbursements. One work area code may identify the same earning account for all customers, or codes may be given different significance depending on the customer identifier, or 00 may be used as the work area code. This code is not necessarily related to any other code used in the system. The work area, together with the customer identifier code, represents a minor summary level in the accounts receivable status listing for automatic and funded appropriation reimbursement programs.

(3) Fiscal year. This is a one-position numeric code which identifies the FY in which the earning occurs. it should be the FY under which the customer transactions will be reported in the CSCAA-112 report. It is not related to the FY used by the customer to pay the account receivable. This FY, together with the allotment serial, is the major control in the status of reimbursements listing. It is a control level which is minor to the automatic/funded and activity levels but major to the customer identifier work area summary level in the accounts receivable listing.

(4) The full customer number is the level at which transactions are recorded and the daily exception listings are produced.

c. Required customer numbers.

(1) A customer number is assigned to each customer under the appropriation reimbursement procedures, funded and automatic, at the level of detail required in the summary billings (SF 1080) and the level of detail for management through the various listings produced by the system. This level will be the detail reimbursement source code level. It may be at a lower level to satisfy the station or the customer management requirements. If the customer is an account for which the FAO prepares consumer fund allotment reports, it is not necessary for the customer number to be at the same level of detail as the customer APC.

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(2) Each group of customers requires a summary customer number if the budgeted ARP is not input in term of the actual customer numbers. A summary customer number may be assigned at the level of detail required for the CSCAA-112 report or any lower level.

(3) Each customer or group of customers for which miscellaneous sales late charges or Federal Excise Taxes transactions are recorded in General Ledger Accounts 1315.00 Refunds Receivable-Government, or 1316.00 Refund Receivable-Public, which are not reported in the CSCFA-112 report requires a customer number. These transactions include Federal communications taxes, fines, penalties, and other miscellaneous sales. Such customers do not require ARP nor orders received transactions.

d. Interactions with other codes.

(1) Activity code. This activity code is the first position of the APC of the activity providing the services which is attributed to a customer number in the Appropriation Reimbursement Program Master File (FXWAVK) for the purpose of controlling certain listings. This activity code is a control which is minor to the funded or automatic total and major over the FY (sixth position of the customer number) and the customer identifier/work area in the weekly accounts receivable status listings.

(2) Reimbursement designator.

(a) This code follows the operating agency code in the accounting classification which appears on the Appropriation Reimbursement Program Master File (FXWAVK).

(b) Accounts with a reimbursement designator "0'" are excluded from the weekly status of reimbursement listings. The accounts should be those with customer identifiers 8** and 9**. The reimbursement designator is a control which is minor to the FY (sixth position of the customer number) allotment serial and major to the subprogram and major reimbursement source code levels in that report.

(c) Accounts with a reimbursement designator "6" or "7" are included in the CSCAA-112 report. These accounts should be those in the customer identifier 1** through 4** series. The reimbursement designator "6" causes the report title to be funded and "7" causes the report title to be automatic (the reimbursement designator which is listed in the page header and punched in the report cards is always "7" in accordance with AR 37-108, app 11, para 2g). The reimbursement designator is, in effect, a control which is minor to the appropriation/allotment level and major to the budget project and major source code in that report.

(3) Reimbursement source code. This code follows the reimbursement designator in the Appropriation Reimbursement Program Master File (FXWAVK). Accounts with a 0 in the first position of the three-position reimbursement source code are excluded from the CSCAA-112 report. Accounts with a reimbursement source code 932, 934, 940, and 979 are subject to special treatment in the CSCAA-112 report.

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e. Relationships with APC.

(1) Appropriation reimbursement procedures require specified relationships to exist between the RCS CSCAA-112 (Status of Reimbursements) and the RCS CSCFA-218 (Status of Approved Resources). Transactions which affect both types of reports are input in terms of both the customer number and the APC.

(2) The ARP, reserve for receipt of orders, and orders received transactions, will cite both a customer number and an APC. The customer number used will be described in the Appropriation Reimbursement Program Master File (FXWAVK) in terms of the earning accounting classification. The APC used will be one which is related to the earning accounting classification. A careful review must be made to assure that the accounting classifications are compatible at the respective reporting levels, including the distinction between funded and automatic reimbursement customers.

(3) The reimbursement earnings and reversal transactions will cite both a customer number, to affect the CSCAA-112 report, and an APC, as a basis for the automatic transfer of obligations and expenses between the direct and reimbursable categories. A careful review must be made to assure that the accounting classifications are compatible, both with the orders as described above and with the effects of the earnings in the obligation/expense reports and the reimbursement reports.

(4) Collection transactions will cite both a customer number, to affect the CSCAA-112 Report and Statement of Transaction Report, and an APC. TBO collections are reported on the 304 report. The accounting classifications must be compatible at the appropriate level of detail.

f. Customer number structure and program restraints.

(1) Customer identifier must be numeric in the first position. Values 1, 2, 3, 5, 6, and 7 are used to identify automatic reimbursement customers. Value 4 is used to identify funded reimbursement customers in the accounts receivable status, funded, listing. Value 8 is used to identify Federal communications tax customers, exclude them from the Status of Reimbursements Listing, and include them in the Accounts Receivable Status, Other, Listing. Value 9 is used to identify miscellaneous sales customers, exclude them from the Status of Reimbursements Listing, include them in the Accounts Receivable Status, Other, Listing.

(2) The second and third positions of the customer identifier are alphanumeric.

(3) The work area code is any numeric value, 00 to 98.

(4) The FY code is any numeric value, 0 to 9.

(5) Certain characters are useful to avoid because their use provides opportunities for transcription errors. These include the special

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characters. Also, the following characters have been found to be susceptible to errors:

C, G	D, P	I, L, T, 1
O, Q, 0	S, 5	U, V
X, Y	Z, 2	

g.   Customer numbers reserved for standard use.

(1)   Customer identifier 999 is reserved for use by the BASOPS programs.

(2)   Work area 99 is reserved for use by the BASOPS programs.

2-16.   Date

Individual transactions entering the system will not contain a date. The date will be extracted from the block total card and added to the detail transaction records. The date will be entered in the block total card with the calendar year last digit in cc 8 and the Julian day in cc 9-11.

2-17.   DIC

The DIC is a three-position alphanumeric code similar to the type action (TA) code which provides a means of identifying transactions. This code appears in cc 1-3 of all supply transactions entering the BASOPS Supply System or STARFIARS as well as on interfund billings. A list of DICS valid for STANFINS can be found in appendix A. Supply throughout transactions and STARFIARS interface transactions identified by a DIC are automatically converted to an appropriate TA code for processing in STANFINS.

2-18.   Document number (document reference number)

The document reference number is a 14-position, alphanumeric code constructed to identify the military service, requisitioner, Julian date, and serial number. This is a critical item used as a basis for matching subsequent related transactions to the original transaction. The Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number is composed of the requisitioner (DODAAC) in cc 50-55, Julian date in cc 56-59, and serial number in cc 60-63. The composition of the document number varies. When the requisitioner activity address code is not appropriate for cc 50-55, a customer number/control number/purchase number is utilized. In some cases, system-generated ARP transactions are internally assigned document numbers. This internally assigned document number may be constructed using the customer number, two zeros, and the customer number again. This 14-position format must be repeated on any FAO input related to that transaction. On local purchase transactions, the document number is constructed as follows:

cc 50   Blank (STANFINS) does not edit for a blank in cc 50; however, FAO input must be in agreement with supply input. Supply input is being passed with the first position of the document number blank for local purchase transactions.

cc 51   "A" for charge accounts and blank purchase agreements.

                 "C" for contracts made by the station.

                 "D" for delivery orders on an existing Government contract.

                 "F" for contracts with Governmental agencies outside DA or Department of Defense (DOD).

                 "M" for manual purchase orders.

                 "W" for a continuation of the manual purchase order series when the "M" number would exceed 9999 within the FY.

CC 52-55   Purchase order/control number.

CC 56-59   Julian date (DISC) for stock fund discount transactions).

CC 60-63   Line item number (COUNT for stock fund discount transactions).

2-19. EOR

a. The EOR is a four-position code that describes the nature of the articles or services involved in the account. This code generally appears in cc 31-34 of applicable input card formats.

b. In some instances the EOR is assigned by the system. The criteria used in assigning EORS is as follows: NOTE: The last two positions will be assigned based on source of supply and type of materiel.

(1) All transactions input by FAO with a TA B2 will be assigned EOR 22**.

(2) Transactions input by FAO with a TA B3, B4, B5, C1, C4, FA, FB, FC, FD, FF, FK, FL, FT, or W0 will be assigned EOR 26** if the unit price is less than $1000 or EOR 31** if the unit price is $1000 or greater,

(3) Stock fund transactions passed from the supply subsystem and converted to a TA B3, B5, or C1, F**, or G** will be assigned EOR 260 if the unit price is less than $200 or EOR 310 if the unit price is $200 or greater.

(4) STANFINS stock fund sales transactions that create a TA2* will be assigned EORS as based on paragraph b (2) or (3) above.

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c.   **Program decisions based on EOR.**

(1) EORS in FAO input transactions are the basis for the automatic assigmnent of the Obligation Data Code (Within the Federal Government/outside the Federal Government).   Appendix A, lists EORs where obligation data codes are automatically assigned.   EORs not listed in this appendix use the obligation data codes contained in the input record.

(2) Process created expense transactions for civilian labor EORs 1**** and 25** will convert to EOR 2573 for Family Housing appropriation and to 2586 for RDTE (2040) appropriation.

(3) EORS in the 26** and 31** series identify the supply category in posting to the Current Fiscal Year OMA Fund Control File and for the Cost by AOB Listing.

(4) EOR 1411, 1415 and 1416 are the basis for including military personnel data in the CSCFA-218 Report, section II, part II.

2-20.   Entitlement month and pay code

   a.   The entitlement month and pay codes will be entered in cc 23-26 for all disbursements, collections, and adjustment transactions pertaining to the current FY, and the 2 FYs immediately prior, for Army open allotment projects 1010, 1110, and 1310.

   b,   The pay code data will be obtained for item 8 of DA Form 2140 (Summary and Certification Sheet) and the entitlement month from item 2.

   c.   The entitlement month will be recorded as a current month transaction for all documents other than DA Form 2140; for pay codes 86, 88, and 9 3 (current year); and all prior year expenditures recorded after the first 3 months of the current FY.

2-21.   Final indicator

The final indicator is a one-position alpha code input on accrual and disbursement transactions.   It is used in automatic procedures to create transactions for adjusting obligations to accruals or to adjust obligations and accruals to disbursements.   Final indicator codes are defined in appendix A, Section IV.

2-22.   Fiscal Action Code

The FAC is a standard one-position alpha or numeric code assigned to all APCS in the APC Master File (AXWAVK) which triggers process created transactions which may involve appropriation reimbursement accounting.   The actions which result from the FAC are detailed in paragraph 2-61.

2-23. FY

The FY will be entered in cc 10 (most formats) of input transactions, including those input by APC, as follows:

Appropriation	Input instructions
Annual	Use last digit of the FY (0 to 9).
No year (including revolving funds)	Use "X". The last digit of the program year will be entered in cc 19 of most formats for transactions not input by APC.
Merged accounts	Use "M".

Appropriation	Input instructions

Receipt accounts   Use "R".

Deposit fund accounts   Use "X" or "F" as appropriate.

2-24. Flag

The flag code is a one-position alpha or numeric code which indicates a specific condition on an exception or history listing. Flag codes are defined in the paragraph which discusses the appropriate output listing.

2-25. Foreign currency code

The foreign currency code (FCC) is a one-position alphanumeric code locally assigned by the FAO and coded into obligation and accrual transactions to identify the foreign currency to be used to liquidate general fund obligation.

2-26. Functional cost account code

The functional cost account code is a five-position code specified in A R 37-100-**. The code is maintained in the APC Master File (AXWAVK) for use in preparing various reports. When not applicable, this code will be left blank in the APC Master File (AXWAVK) file.

2-27. General Ledger Account and Suffix

STANFINS GLACs and suffixes are listed in chapter 9. These accounts have been established, and are authorized for use by the U.S. Treasury Fiscal Requirements Manual.

2-28. This paragraph has been deleted.

2-29. International Balance of Payments Code

The IBOP code is a four-position code composed of the two-position country code, the supplemental data code, and the special data code. These codes are described in AR 37-100 and AR 37-109.

2-30. Ledger Code

The Ledger Code is a two-position numeric code maintained in the APC Master File (AXWAVK) to identify the subledger to which a transaction will be posted. The LCs are the same as the last two positions of the file identification listed with the subledger description in chapter 8.

2-31. Level codes

a. General. STANFINS uses report level codes and account level codes to specify the level of detail at which data will be included in certain reports and the level of detail at which transactions will be reported on internal management reports. The report level codes are contained in the APC Master File (AXWAVK) for each APC.

b. Report level codes.

(1) CSCFA-218 report. There are six report level codes applicable to the 218 report, all of which are one-position codes identifying the level of AMS to be reported. Authorized report level codes are 1 through 9, representing the first through ninth positions of AMS code, A for 10th position, and B for 11th position of AMS code. Use of any other code results in a default to the 11th position, For appropriations or transactions which are not reported on the 218 report, these report level codes will be blank. Report level codes for the 218 report are as follows:

Description	M2	M3	AXWAVK
Monthly Ceiling		76	150
Annual Ceiling		77	151
Monthly Expense (except MPE)	78		134
Annual Expense (except MPE)	69		70
Monthly MPE	79		135
MDEP Report(Local output Only)	68		69--DA report level is automatic

(2) CSFOR-78 report. Card column 71, M2 card, identifies the levels of AMS for reporting on the civilian manpower feeder (78) report. Tables of Distribution and Allowances (TDA) code should be entered in cc 67, M3 card.

(3) Weekly cost by AOB. Card column 52-56, M3 card, is used to indicate up to five different levels of AMS code on the Weekly Cost by AOB Report for internal management purposes.

(4) Fund Control and Status Report. Card column 66, M3 card is used to control the level of AMS reporting on the Daily Fund Control and Status Report (AVK-051) for internal management purposes.

2-32. Liquidation indicator code (LI)

The liquidation indicator (LI) code is a one-position alpha code which determines when an obligation transaction will be liquidated or listed as delinquent. A miscellaneous obligation document (MOD) can also be identified with this code. The LI code does not apply to stock fund transactions.

2-33. Obligation Data Code (ODC)

A one position numeric code identifying obligations, accruals, and disbursements as within or outside the Federal Government. STANFINS overlays the ODC of an incoming transaction with the ODC of a matching transaction in the LXGAVK file. If there are duplicate records with different ODCS in the file, the incoming transaction will not be changed because the system cannot determine which one is correct. A mismatch will be created and will have to be manually adjusted.

2-34. Program Director (PD)

 a. The program director code is a locally developed, two position alphanumeric code recorded in the APC Master file (AXWAVK). It identifies the funds manager and relates fund management information at a two position program director level.

 b. An example of the structuring of APC and program director codes is shown in paragraph 2-10, e.2

2-35 Program Year (PY)

The program year designation identifies the year for which funds are received if it is different from the fiscal year. Most STANFINS users do not need this data element but the system can report by program year if it is used.

2-36 Not used

2-37 Reimbursement Designator: The reimbursement designator (RD) is a one position numeric code contained in the APC Master File (AXWAVK). RD 6 identifies funded transactions and RD 7 represents automatic. It separates transactions in the CSCFA 112 Report and is used to assign Financial Data Reporting Identifier (FDRI) codes in the DELMAR report.

2-38 Not Used

2-39 Special Post Project

This is a locally developed, six position alphanumeric code assigned to APCs in the AXWAVK file. Its purpose is to identify data in the Special Post Project Report produced in the Weekly cycle. Unless a Post Project is tied to an APC where reporting is expected by Project, the code should be left blank.in the AXWAVK file.

2-40 TDA Code

The TDA code is a locally developed one position alphanumeric code maintained in the AXWAVK file for the purpose of providing the major control for the Civilian Manpower Utilization Report. Since this report is no longer produced, the position should be left blank when establishing new APCS.

2-41 Type Action (TA) Code

The TA code is one of the key elements on which STANFINS logic is based. It is two positions, defines the type of transaction being processed, and helps to determine General Ledger effects and file updates.

If the input is Data Entry the type action is determined at the time of input. However, interfacing systems such as DCPS, SRDI, STARFIARS, and IFS-M include the type action as part of their file.

Some transactions are process created in STANFINS based on predetermined conditions and the type action is assigned by the system.

A complete list of type actions is at Appendix A.

2-40 through 2-49 not used.

Program director code*	Program director title	Primary program	Activity	APC
1	DPCA	8	Project Transition	AP01-AP49
			Predischarge Education	GA01-GA49
		9	Public Affairs	BL01-BL49
		Base Opns G	Chaplain	CB01-CB49
			Information Office	DB01-DB49
			Special Services	EA01-EA49
			Community Services	FA01-FA49
			Preservation of Order	HA01-HA49
			Other Personnel Support	JA01-JA49
		Base Opns N	Command and Staff	
			DPCA	KA01-KA09
			DPTSEC	LA01-LA09
			DIO	MA01-MA09
			DEH	NA01-NA09
			DC-E	PA01-PA09
			Comptroller	RA01-RA09
			FAO	TA01-TA19
			MISO	UA01-UA49
			Other HQs Services	WA01-WA49
2	DPTSEC	1	Unit #1	B101-B109
			Unit #2	C101-C109
			Unit #3	D101-D109
			Unit #4	E101-E109
		2	Unit #5	F101-F109
			Unit #6	G101-G109
			Unit #7	H101-H109
			Unit #8	J101-J109
			Unit #9	K101-K109
			Unit #10	L101-L109
		5	DPTSEC	AA01-AE99
		8	DPTSEC	MB01-MB99
			Service Schools	NB01-NB99
			Training Aides	PB01-PB49

* This code may be one or two positions.

Figure 2-1. Generalized program director and APC structure

Program director code*	Program director title	Primary program	Activity	APC
3	DIO	7	Transportation	EB01-EB49
			Property Disposal	FB01-FB49
		Base Opns B	Supply Division	GB01-GB19
			SSSC	HB01-HB19
			Clothing Sales	JB01-JB19
			P and C	KB01-KB19
			Repair for Stock	LB01-LB19
		Base Opns C	Spt Maint (DS/GS)	MB01-MC49
			Related Spt Maint	NB01-NB49
		Base Opns H	Transportation	PB01-PB99
			Food Program	RB01-RB49
			Laundry	TB01-TB49
4	DIO	FHMA	Family Housing Manager	AJ01-AN99
5	DEH	Base Opns J	Opns of Utilities	AG01-AH99
		Base Opns K	Maint of Real Prop	BA01-BJ99
		Base Opns L	Minor Construction	CA01-CA99
6	DC-E	3	DC-E	CC01-CC99
		Base Opns H	Communications	DC01-DC49
			Audio-visual Services	EC01-EC49
7	**MEDDAC**	8	Medical Training	FC01-FC49
			Patient Care	GC01-GC99
			Dental	HC01-HC49
			Other Medical Activities	JC01-JC49
8	**Comptroller**			KC01-KC49

Figure 2-1. **Generalized program director and APC structure--Continued**

Section III
Daily FAO Input

2-50. Precoding of source documents

a. It is recommended that input for computer processing be derived directly from source documents whenever possible. This will reduce the effort involved in coding worksheets and decrease the possibility of coding errors. All documents must contain the data required by the input formats in appendix A.

b. If data on source documents are incomplete, additional data must be stamped on the document. The stamped data must contain the proper card columns involved. As a minimum, the DIC or TA code to be utilized will be added to the source document.

c. When source documents are not available or when more than one input is needed for a document, 80-column coding sheet (card) is recommended for use in preparing input for processing.

2-51. Batching and blocking input

a. All transactions will be routed through the control branch to insure a central point of control for all FAO input and output. The FAO must group transactions by blocks for conversion and control within the system. FAO input will consist of the following types of transactions:

Funding
Obligations
Accrued expenditures
Expenses
Disbursements
Collections
Interfund billings
Reimbursements
General ledger
Inquiries
Master file updates
Corrections
Miscellaneous

b. Source documents will be separated into blocks based on TA code. Further breakdowns may be desired based on APC or non-APC (full accounting classification must be punched) input for certain TA codes. Collections and disbursements are batched separately and blocked according to transactions by station and by others. All blocks will be assigned a three-digit alphanumeric number and a separate consecutive series of block numbers will be used each month. A daily manual log should be kept of all block numbers used and the type 0f transactions involved.

2-52.   Preparation of block tickets

   a.   A block ticket will be prepared for each batch of documents prior to forwarding to data conversion.   A suggested format (DA Form 14-178 (Installation Block Ticket)) is shown at figure 2-5. The block ticket must include the following information: block number, number of documents included, Julian date, TA codes included, total dollar mount by TA.

   b.   A block total card will be input for each TA on the block ticket. Block total cards are not required for inquiries, master file updates, correction input, or interfund and General Services Administration (GSA) bills.   A local control (manual log) will be established to insure that these transactions are processed.

   c.   The control section is responsible for insuring that blocks of documents are returned for filing after being input.

2-53.   Not used

2-54.   Appropriation reimbursement for specific stations

Consumer fund appropriation reimbursements collected for the specific stations for which the FAO is performing detail accounting (as opposed to expenditure accounting) will be input with a TA code 43.   The customer number or other requisitioner code which is a part of the document number must be entered in cc 50-55.   A TA 43 will also be used for collection of Federal taxes or communication billings.   A TA 4L will be used in lieu of TA43 if the collection was made by another FAO for this station.

2-55.   Specific station consumer fund accounting classifications

Obligations, accrued expenditures, funding transactions, and disbursements for consumer funds, for which the installation FAO is responsible for detail accounting, are to be input by entering the FY, the EOE, and the APC.   The other elements of the accounting classification will be assigned by the system from the APC Master File (AXWAVK).   These procedures are applicable for most TA codes.

2-56.   Specific station, ASF accounting classification

The elements of the accounting classification will be assigned from the installation uniques for TA codes B0, B1, B2, B4, C4, D0, and D1 when STANFINS is operated interfaced with BASOPS supply system.   When STANFINS is operated interfaced with STARFIARS, these TA codes will be input with an APC and the elements of the accounting classification will be assigned from the APC Master File (AXWAVK).

2-57. Supply and military personnel input

a. Supply input from BASOPS supply system enters STANFINS in the form of two magnetic tapes (BASOPS and BASOPS PLUS). A detailed description of BASOPS supply system input is in chapter 11.

b. Input from STARFIARS is discussed in paragraph 2-64.

c. Instructions for input involved in accounting for military personnel are contained in chapter 14.

2-58. STANFINS checklists

Figure 2-3 contains a checklist to be considered with the daily FAO STANFINS input. A list of actions to be considered before monthend processing is at figure 2-4.

Daily cycle

Type input	Input transactions limitations per cycle
1. Supply input (BASOPS and BASOPS PLUS)	400,000
2. Finance and accounting division input	200,700

Note: In the event limitations are exceeded, the excess input transactions will be written to tape for input to next daily cycle. FAO input includes up to 1,300 records or 2,600 cards for APC input.

Weekly cycle

Inputs for all weekly cycles have been increased to handle very large volumes, e.g., decentralized accounts (306,000); Detail Cost--Nonmilitary (223,000). In the event these extents are exceeded, contact CSC for disk storage space.

As-Required cycle

General Fund Liquidation Range Control Cards	100

Figure 2-2. Input Limitations

NEXT PAGE IS 2-30

Section IV
Processing Techniques

2-60. Cyclic processing

a. BASOPS output to the FAO results from the running of various cycles in the automation office. The timing of these cycles is based on the need for current information in the accounting division. There are six cycle runs in the BASOPS Financial Management Subsystem (FMS) as follows:

(1) Daily.   (5) Pre-Year End

(2) Weekly.   (6) Year-End

(3) Annually

(4) As required.

A complete listing of financial outputs by cycle is included in appendix C.

b. Daily cycle. Daily output from the BASOPS FMS consists primarily of exception listing resulting from edits or daily transactions input to the system. Information is also provided daily on cash flow and fund analysis to enable activities to manage their funds. The AFCR provides information on daily and month-to-date input. Certain listings, such as the fiscal year-to-date (FYTD) AFCR are produced only when the computer operator indicates the last daily cycle for the month is being run.

c. Weekly cycle. Detail expense information is produced weekly in STANFINS. This includes expenses by EOR within APC, military, labor expenses, and FYTD expenses by major activity. In addition, Collection/disbursement information for decentralized accounts and disbursements for other defense agencies is provided. Weekly cycles may include more or less than 5 days business, depending on the needs of the FAO.

d. Monthly cycle. The monthly cycle primarily generates information for meeting the reporting requirements of higher headquarters. This includes listings and punched cards for general funds stock fund, ARP, interfund, and miscellaneous reports included in the integrated command accounting and reporting (ICAR) package. Status information is also provided concerning funds, cash flow, stock fund and non-stock fund open files, and general ledger inquiries. All suspended items on the daily preliminary balance must be cleared before a monthly cycle is run.

e. As-Required cycle. As the name implies, this cycle is run when a need exists for additional information not contained in other cycles. The General Fund Orders and Payable Report and Stock Fund Undelivered Orders/Due-in Reconciliation are included in this section. Yearend reporting requirements are discussed in chapter 20.

2-61. Processing creations

a. STANFINS is designed to internally create certain additional transactions without the need for input from the FAO. This is done to reduce the number of transactions which must be clerically prepared, to reduce the clerical work in preparing some transactions, and to assure that desired relationships are maintained among certain data elements. Process-created transactions can be identified by the source code 5 following the TA code in the AFCR. Through FY 93 process created transactions for other than basic symbol 7025 or 2040 were assigned EOR 2572. In FY 94 accounting policy changed to assign EOR 25GH to transactions for "In House Health Services" and EOR 25GZ to "other Government (In House) Services" transactions instead of EOR 2572.

b. When the installation FAO/DAO maintains accounts for both the performing activity and the customer, an obligation/expense transaction coded for automatic reimbursement procedures in the APC Master File (AXWAVK) will cause transaction to be created to earn and collect the order to the performing activity and to accrue, expense, and disburse for the cross-reference APC. See Page 2-36.

c. Other process creation transaction include:

(1) Allotment transactions (TA 165) are process-created for obligations (TA in the 2* series) of merged appropriations and special open allotments. This is done to update the general ledger. Allotment transactions will not be created when a processed interfund bill is chargeable special open allotments.

(2) Allotment transactions (TA 165) are process-created for collections into the Fish and Wildlife Conservation Fund (TA in the 4* series). This is done to record fund availability for control and reporting and to update the general ledger.

(3) Military personnel expense transactions (TA 635) are process-created in terms of dollars based upon transactions which are input in terms of mandays, to eliminate the need for clerical calculations.

(4) Obligation-expense amounts are identified as reimbursable and corresponding values previously identified as direct are reduced by offsetting TA 205 transactions. These transactions are process-created, based upon earned reimbursements transactions (TA 51, 52, 53, 58, etc.). This is done to avoid the need for additional clerical input and to assure that reimbursable expenses agree with earnings.

(5) A variety of transactions are process-created to reflect combinations, accruals, expenses, and payments as part of the by-product ARP processing. The transactions are based upon the FACs assigned to APCs in the APC Master File (AXWAVK) and upon the obligation, accrual, expense, and earnings input transactions which cite these APCs.

d. Process-created transactions shown below relate to ASF accounting and apply only in the STANFINS Stock Fund enviromnent:

(1) Obligation and accrual adjustments (TA B45 and C45) of amounts outstanding and transfers between materiel categories and supply divisions are process-created, as referred to in paragraphs 11-33 and 12-5. These adjustments are based upon differences between the input obligation, accrual and payment transactions and the unliquidated obligations files, and mjnimize the amount of clerical effort which is needed to keep the files correct.

(2) Transactions for general ledger accounts only (TA C 35) are process-created as part of the ASF excess returns processing, as described in paragraph 11-16, to minimize clerical intervention.

e. The primary control in determining what process-creations are to be accomplished is the FAC, a standard one-position code which is contained in the APC Master File (AXWAVK).

(1) FACs are assigned to certain transactions during processing, either from program constants or from the record of the APCs cited in the transactions.

(a) For obligation, expense and accrual transactions, the codes have the following impact in updating File AXUAVK:

"0" Direct, not reimbursable
"3" Direct, not reimbursable
"4" Automatic reimbursable

                    "5" Automatic reimbursable
                    "6" Funded reimbursable
                    "7" Funded reimbursable
                    "8" Automatic reimbursable

          (b) Transactions which do not involve obligations or expenses are not affected by the FAC.

     (2) FACs are assigned to each FY-APC, in the APC Master File (AXWAVK) record. This code guides the system in process-creating additional transactions as part of the appropriation reimbursement processing, achieving various degrees of by-product processing. When assigned to an FY-APC, the codes have the following impact in processing obligation and expense transactions:7
          "0" For an off-post FY-APC, including TFO and open allotments, for which STANFINS does not prepare allotment-expense reports.

          "3" For an on-post FY-APC for which STANFINS prepares allotment-expense reports but which is not assigned another FAC. This code is assigned to most FY-APCs. FAC "3" applies to a ceiling or expense FY-APC which does not earn reimbursements; to a reimbursable FY-APC for which a single customer number is not predetermined, and to a reimbursable FY-APC for which it is preferred or necessary to prepare the earnings transaction clerically. Each earning transaction which is input for such a FY-APC will be posted, as an earnings and the direct obligations and expenses will be reduced and posted as reimbursable.

          "4" For an automatic reimbursable FY-APC for which a single customer number is predetermined and for which a single cross-reference on-post FY-APC is predetermined to ultimately bear the expenses by reimbursing the earning FY-APC. Obligations for the customer FY-APC must be input clerically. For a FY-APC which is assigned FAC "4", each obligation transaction is posted as an automatic reimbursable obligation to the performing activity. Each transaction with an expense effect is posted as an automatic reimbursable expense, an automatic reimbursement earned, and a collection of the receivable to the performing activity; in addition, for the customer an accrual, expense and disbursement are posted to the cross-reference APC. In addition, for the input transaction, any accrual and disbursement effect included is posted.

          "5" For an automatic reimbursable FY-APC for which a single customer number is predetermined and for which a single cross-reference on-post FY-APC (example: Family Housing) is predetermined to ultimately bear the expenses by reimbursing the earning FY-APC. Input of an order received to the performing activity APC will process-create an obligation to the customer carrier APC. An expense transaction input to the performing activity APC will process-create an earning and a collection for the performing activity and an obligation/accrual/expense and disbursement to the customer detail APC. In addition, a reversal to the carrier APC is posted. Obligations and expenses for the performing activity are recorded as automatic reimbursable. A detailed explanation of procedures for FAC 5 is shown in paragraph 2-61h.

"6"   For a funded reimbursable FY-APC for which a single customer number is predetermined and for which the transaction to liquidate the receivable is desired to be process-created rather than clerically input.

"7"   For a funded reimbursable. FY-APC for which a single customer number is predetermined and for which the transaction to liquidate the receivable is desired to be clerically input rather than process-created. (For example: receivable for utilities in a trailer park.) For a FY-APC which is assigned FAC 7, each transaction with an obligation effect is posted as a funded reimbursable obligation. Each transaction with an expense affect is posted as a funded reimbursable expense and a funded reimbursement earned. The collection of the receivable will be clerically input when it has been accomplished.   In addition, for the input transaction, any accrual and disbursement effect included is also posted.

"8"   For an automatic reimbursable FY-APC for which a single customer number is predetermined, but for which a single on-post FY-APC is not predetermined to ultimately bear the expense, or for which the customer's allotment-expense reports are not made by STANFINS.   (For example: nonappropriated funds, othar services, decentralized accounting stations, other Army stations.) For FY-APC which is assigned FAC 8, each transaction with an obligation effect is posted as an automatic reimbursable obligation. Each transaction with an expense effect is posted as an automatic reimbursable expense and an automatic reimbursement earned. The collection of the receivable will be clerically input when it has been accomplished. In addition, for the input transaction, any accrual and disbursement effect included is also posted.

    f. TAs shown below process-create transactions as shown under the appropriate FAC Column:

CURRENT YEAR	INPUT TA	FAC 4	FAC 5	FAC 8	FAC 6	FAC 7
	TA 1K				NONE	NONE
	TA 1L	NONE	23 (A)	NONE		
	TA 20,21 29,32	52,42 (P) 32,40 (X)	52,42 (P) 23 (B) 20 (x)	52 (P)	51,55(P)	51 (P)
	TA 51				20/20X	20/20X
	TA 52	20/20X	20/20X	20/20X		
	TA 53,58	1L 20/20X	1L 20/20X	1L 20/20X	1X 20/20X	1K 20/20X

PRIOR YEAR	INPUT TA	FAC 4	FAC 5	FAC 8	FAC 6	FAC 7
	TA 23	IL	1L 23 (A)	1L	lK	lK
	TA 32	52,42(P) 32,40(X)	23 (B) 52,42(P) 20 (X)	52 (P)	51,55(P)	51 (P)
	TA 21,20 29	lL 52,42(P) 32,40(X)	lL 52,42(P) 20(X)	1L,52(P)	lK 51,55(P)	lK, 51(P)
	TA 51				lK 20/20X	lK 20/20X
	TA 52	lL 20/20X	lL 20/20X	lL 20/20X		
	TA 53,58	lL 20/20X	lL 20/20X	lL 20/20X	lK 20/20X	lK 20/20X

NOTES:

(A) = OBLIGATION IS RECORDED TO CUSTOMER CARRIER APC.

(B) = OBLIGATION TO CUSTOMER CARRIER APC IS REVERSED.

(C) = TAS CREATED FOR PERFORMING ACTIVITY.

(D) = TAS CREATED FOR CUSTOMER (CROSS-REFERENCE) APC.

g.   Since process creations are not edited, the system will created the above transactions even if the cross-reference APC has been deleted on the APC Master File (AXWAVK).

h.   Special procedures for FAC 5. When the FAC in APC Master File (AXWAVK) for the performing APC is 5, system logic records the initial customer obligation to a carrier APC and subsequently distributes the obligation to a detail customer APC based on input of transactions reflecting actual work performed.   Detailed procedures are explained below:

(1) Customer obligation to a carrier APC will be process-created when FAC 5 is indicated in the APC Master File (AXWAVK) for the APC used to record the order received (TA 1L). The carrier APC is obtained from the first two positions of the cross-reference APC and is zero filled in the last two positions.   The first two positions of the cross-reference APC must be the same as the FAC 3 customer detail APC which will be subsequently expensed.

(2) When work has been performed the TA 20 may cite a different APC than that used to record the order provided the customer number is the same.   A TA 20, 21, or 32, will process-create the following:

        (6) When an input record has a FAC 5 APC and the cross reference APC
has basic symbol 2040 or 7025 and the EOR of the input record is 1***, 28**,
2724, 2711, 2712, 2781, or 2783, the process created transactions will have
EOR 2573, 2586, or 2589. If the input record has hours, the hours will be
reported on the CSCFA 218 Report under the input record EOR. The weekly
reports will reflect hours for the input record.

2-62. Non-stock fund created adjustments

 a. Liquidation Indicator Code: Codes in Appendix A, Section VIII.

 (1) MODs. The monthly cycle will change the LI code R to an S identifying the transaction as a prior month MOD. The As-Required cycle will create TA 21 reversal cards for all records containing the LI S. Reversal cards will appear on the General Fund Liquidation Indicator Adjustment Listing.

 (2) Automatic liquidation. The As-Required cycle will produce cards to reverse unliquidated obligations which have exceeded the age specified by the LI code. These reversal transactions will be listed on the General Fund Liquidation indicator Adjustment Listing. The effect that the adjustment cards will have If processed will be shown on the General Fund Liquidation Indicator Adjustments and Impact Listing.

 (3) Delinquent listing. The As-Required cycle will produce a General Fund Delinquent Listing for unliquidated obligations which have exceeded the age specified by the LI code.

 b. Final indicator. All accrual and disbursement input transactions will contain a Final Indicator code. The As-Required cycle will create adjustment cards based on these codes. When a final accrual has been processed, a card will be created to adjust the obligation to equal the accrual. When a final disbursement has been processed, a card will be created to adjust the

obligation and accrual to equal the disbursement. In either instance, the created transaction will appear on the General Fund Final Indicator Adjustment Listing. The effect that the created transactions will have if processed will be shown on the General Fund Final Indicator Adjustments and Impact Listing.

 c. Liquidation Range Control card. The Liquidation Range Control card, when input into the As-Required cycle, will cause the creation of input cards to liquidate specified undelivered order records. Any part of the accounting classification, APC, obligation data code, document number, and FAC may be specified. In addition, a range of dates or amounts may be specified. The created cards will appear on the General Fund Liquidation Indicator Adjustment Listing. The effect that the adjustment cards will have if processed will be shown on the General Fund Liquidation Indicator Adjustments and Impact Listing.

2-63.   STANFINS/TEAM-UP interface

a.   Interface procedures between STANFINS and Test and Evaluation Analysis Management Uniformity Plan (TEAM-UP) require that TECOM tenants at STANFINS installations provide additional input on STANFINS input formats.   This information will enable TECOM to comply with special US Army Materiel Development and Readiness Command (DARCOM)/TECOM cost accounting requirements contained in AR 37-112, Managerial Accounting for RDTE.

b.   TECOM tenants will enter cost center and element of cost data in cc 21-26 on all input transactions with TA codes 2 and 4 and TA 32, 61, and 62 which are for appropriation 2040, Operating Agency 57 or 67, and LC 23 or 30, except for EOR 11**, 12**, 16**, and 17**.   These EORS are not included because payroll data for TECOM tenants are handled within the TECOM system and do not require interface.

c.   Progan FIN12710 will produce a daily TECOM interface listing in document number sequence and detail transaction cards for input into the TECOM Cost Accounting System.   The cards and the listing will be provided to the TECOM tenant.

2-64.   STANFINS/STARFIARS interface

a.   General. Stock fund accounting will be performed by STARFIARS when that system is interfaced with STANFINS.   Accordingly, policies and procedures in this manual pertaining to the ASF operations are not applicable when interfaced with STARFIARS, except for cash disbursement and Collection transactions.   Stock fund cash transactions will continue to be processed by STANFINS and the data will be passed to STARFIARS by cards. Also, an APC-DODACC/UIC master file to be maintained by STARFIARS will be updated by cards passed from STANFINS.   STARFIARS will pass unfunded cost and credits to STANFINS for input into the daily cycle.   Interfund procedures will be used in accounting for stock fund transactions between STARFIARS and STANFINS, including billing and payments.

b. **Master files.**

(1) **APC Edit Master File (AXWAVK).**

(a) Stock fund disbursement/collections. APCs are required for stock fund disbursements and collections. Separate APCs are required for each reimbursement source code involving STARFIARS collections. These APCs will involve the stock fund appropriation and LC 27.

(b) Invalid APCS from STARFIARS. When the APC in a STARFIARS billing fails to match a record on the APC Edit Master File (AXWAVK), it will be converted to 9999 and the FY code will be converted to the current FY. The APC 9999 must be established for the current FY in the APC Edit Master File (AXWAVK) file. This APC may contain any valid accounting classification and LC.

(2) APC-DODAAC/UIC master file. An APC-DODAAC/UIC master file will be maintained in STARFIARS to validate APCs, assign program director codes, and reimbursement source codes for stock fund transactions with on-post customers (i.e., accounts for which the FAO prepares consumer fund allotment and expense reports) and to assign various data for transactions with off-post customrs. This file will be updated by direct input to STARFIARS for off-post customer APCs and by input of a TA M9 to STANFINS for on-post customer AFCs. When a TA M9 is input, the APC will be validated with the APC Master File (AXWAVK). If the APC is valid, a DOC ZIG card will be prepared for input to STARFIARS with the validated APC and the appropriation, program director code, and reimbursement source code from the APC Master File (AXWAVK).

c. **Daily processing.**

(1) Cash disbursements and collections. All cash disbursements and collections will be processed by STANFINS. Stock fund cash disbursements will be input by APC and posted to the STARFIARS stock fund disbursements and Collection Subledger 27. STANFINS will produce card input for STARFIARS as follows:

Description	Input TA	Output DIC
ASF disbursement, local purchase, this station	D0 (positive amount)	ZL1
ASF disbursement, local purchase, by others	D1 (positive amount)	ZL1
GSA check disbursement	FK (positive amount)	ZL1
ASF disbursement, local purchase, this station	D0 (negative amount)	ZL2
ASF disbursement, local purchase, by others	D1 (negative amount)	ZL2

Description	Input TA	Output DIC
GSA check disbursement	FK (negative amount)	ZL2
ASF discount, this station	B0 (positive amount)	ZL3
ASF discount, by others	B1 (positive amount)	ZL3
ASF discount, this station	B0 (negative amount)	ZL4
ASF discount, by others	B1 (negative amount)	ZL4
Collection, by others	41 (positive amount)	ZL5
Collection, this station	42 (positive amount)	ZL5
Collection, by others	41 (negative amount)	ZL6
Collection, this station	42 (negative amount)	ZL6

One summary card will be created each day. It will contain a DIC ZLA if the total of the details is positive or ZLB if the total of the details is negative. It should be noted that a Materiel Category Code is required for all of the above input except TAs 41 and 42 and the FK transactions require the identifier FIA.

(2) STARFIARS billings. Interfund procedures will be used to reimburse the stock fund for issues to STANFINS consumer funds and to process related transactions. Interfund bills from STARFIARS will be identified by a "1" or "4" in cc 59 and will contain a FY code and an APC. The bills will be processed through the normal interfund edit and balance routine. All daily input for interfund detail transactions (CC 59 equal 1, 4, or 'blank') will be compared to the non stock fund orders and payables (LXGAVK) file and to daily input type action '23' transactions. If a match of document number occurs, a Type Action '44' and possibly a TA '32' transactions with block numbers Y01 thru Y31 or Z01 thru Z31 will be ignored for daily processing.

(3) The criteria for creating the TA '32' is match to the LXGAVK and the accrual amount is equal to the disbursement amount or no match to the LXGAVK but is a match to the daily input Type Action '23'. These changes will also default the second position of the asset object code to an 'A', if input as a 'blank' for transactions not matching the LXGAVK or daily Type Action '23' input. This will correct the assignment of bad EOR Codes received from STARFIARS transactions.

(4) Unfunded costs. DIC ZCA and ZCB cards will be produced by STARFIARS for unfunded costs. These cards will be input into the STANFINS daily cycle which will convert them to TA 62 records using the FY and APC from the bill and converting the asset/object code in the bill to an EOR.

2-65 RCAPPS

RCAPSS is the standard system to pay AT/ADT to Reserve Component Soldiers (ARNG/USAR). STANFINS will receive accounting data on a daily basis directly from RCAPSS at the six input stations. This data will be generated by RCAPSS for all payments and collections processed.

The input received from RCAPSS will be in STANFINS format and will include man-days and participants for annual training and active duty training orders (performance factors). The man-days are reflected in CC 20-26 with EOR 1198 and the participants are coded in CC 20-26 with EOR 1250.

The daily cycle (AVK01) and AVKJRRII (AVKR35) requirements for support for RCAPSS include allowing performance factor input of estimates and actuals through the daily cycle and the automatic adjustment to actual when final indicator adjustment input is produced. Although these changes were specifically requested for RCAPSS, the system now processes performance data for any input except civilian labor and RDTE (Basic Symbol 2040 and Operating Agency 57 or 67). STANFINS now has the procedures installed to record performance factors for any AMS/APC and EOR level. The performance data will be reported on the weekly detail cost and obligation reports.

Performance data may be input on zero dollar amount Type Actions 21 or 23. The performance data is recorded in the General Ledger (AXUAVX) and the Non-Stock Fund Orders and Payables (LXGAVK) files.

STANFINS will accept TA 4* input for actual performance data and the actual units are accumulated in a new field in the LXGAVK file. This procedure is not limited to RCAPSS entries so caution must be used when making TA 4* input with amounts in the man-hour field.

The RR (AVXR35) cycle optin that produces final indicator adjustments will compare the actual and the estimated performance units in the LXGAVK record and if the actual is not zero, the final indicator adjustment record will include the units equal to the estimate minus the actual units.

2-65.1 Procesing Certified Claim Payment Vouchers

   a. When claim for compensation for losses, damaged personal property, injury or death are filed by military or civilian personnel they are processed by the Installation Claims Office. Each claim is identified by a nine position Claim Number. DA Pamphlet 27-162 requires the Claim Number be used to identify the file throughout the administrative process. Tho Claim Number is composed of the following three data elements:

```
                                                 90     A13    T003
                                                  I      I      I
                                                  I      I      I
Fiscal Year_____ _____ _____ _____I      I      I
                                                         I      I
Installation Claim Office Code_____ _____I      I
                                                                I
Claim Category/Claim Number_____ _____ _____ _____ _____I
```

    b. When the claim payment voucher is entered into STANFINS the Claim Number must be entered in the disbursing transaction document number field. The entire 14 position document number field is to be used. As an example, if the Claim Number on the disbursement voucher is "90-A03-T003", the entry in the document number field must be "CLM90-A31-T003".

    c. At month end a report of all disbursements compensating military or civilian personnel for losses, damaged personal property, injury or death chargeable to Army open allotment accounts is to be provided to the Installation Claims Office. This information is used to verify, update and reconcile data in the Claims Legal Automated Information Management System (CLAIMS).

    d. STANFINS Data Query should be used to produce the report. This can be done by selecting and printing all NSF Cumulative Open History (NXGAVK) records matching the following criteria:

RECORD POSITION	FIELD TITLE	LENGTH	REMARKS
93-94	Ledger Code	2	"12"
1-2	Type Action	2	"40"
31-34	Element of Resource	4	"4230"
50-52	Document Number (First three Positions)	14	"CLM"

    e. Those installation without access to data query should provide the Installation Claims Office with a copy of each claim disbursing voucher processed during the month.

2. The specifications for producing a hardcopy report of all claims disbursed during the month is being developed. This will enable those sites without data query to produce a report instead of sending copies of the disbursing vouchers to the Installation Claims Office.

NOTE: The "Record Position" is provided as information only, but not required to execute the data query.

2-66.   STANFINS/OMA INVENTORY MODULE

        THIS SECTION WAS DELETED FOR CHANGE 49, 1 OCT 1994

2-67.   STANFINS/CPD INTERFACE
        The Central Processing and Distribution (CPD) System will provide to
STANFINS a Type Action 20/20x cost distribution for medical treatment
facility.   The data set is electronically transmitted to the ASIMS
environment.   The interface with STANFINS requires "JCL" modification to look
for this data get and pull it into the daily cycle.

2-68.   STANFINS/MEPRS Interface

STANFINS provides a monthly magnetic tape file to the DOD Medical Expense and Performance Reporting System (MEPRS). On this output tap[e STANFINS provides Medical Treatment Facility (MTF) fiscal year to date expenses, obligations, and military personnel expense by source of funds. See page 14-13, para 14-40.1 for additional details.

2-69.   STANFINS/DCPS Interface

The Department of Defense is consolidating all services (Army, Navy, Marines, Air Force) civilian payroll operations at selected Defense Finance and Accounting Service (DFAS) Centers.   These Centers are using the Defense Civilian Payroll System (DCPS) for their consolidated payroll operations. Funding and accounting for civilians paid by DCPS is decentralized to the Finance & Accounting offices for each service.   The centralized payroll is under control of the DFAS Centers Disbursing Officer.   The disbursed payrolls are processed under electronic cross-disbursing procedures to the funded fiscal stations.

A.   The paying DFAS Center provides a biweekly DCPS gross pay tape that provides data needed to record the obligations, accruals, cost, and disbursements in the accounting records of the funded fiscal station. This information is provided at employee detail level.

(1) STANFINS converts the data contained in this file into STARCIPS formatted N3JAVA (employee accounting/pay code record) and N5JAVA (STARCIPS manpower record) records for input into STANFINS.

(2) STANFINS processes the disbursed DCPS payroll as cross disbursing transactions.

B.   STANFINS generates a DCPS accounting classification record for each employee paid by DCPS.   This record contains the APC and full accounting classification to be charged on the DD592, Summary and Certification Voucher. Upon conversion to DCPS, and at the beginning of each fiscal year, a complete DCPS accounting clasification file is transmitted to the DCPS civilian pay office.   Changes to the DCPS accounting classification file are transmitted on a bi-weekly basis to the payroll office to insure valid accounting classifications are charged on the cross disbursed payrolls and valid APCs are reported on the DCPS gross pay tape.

2-41.1

Section V
Edit of Input

2-70   This section covers the input transaction edits using Master
Files, and the assignment and validation of data using external
tables.

2-71   Master Files
    a. The following Master Files validate input records:
      AXWAVK - APC Master File
      BXWAVK - Fund Code Master File
      CXWAVK - Accounting Classification Master File
      FXWAVK - Appropriation Reimbursement Program Master File
      EXWAVK - Military Labor Cost Master File
    b. Chapter 3 explains these Master Files in more detail where
Edit Charts show, by type action, the edit criteria for the various
data elements.
    c. Errors detected during the edit process are reported on PCN
AVK-018 (Daily Preliminary Balance Report), as discussed in Chapter 5.
    d. The CXWAVK edits full accounting classification input.
However, most STANFINS input transactions use an Accounting Processing
Code (APC) which retrieves the full accounting classification and
ledger code from the AXWAVK.
    If the full accounting classification is input, STANFINS looks
for a match in the CXWAVK and retrieves the ledger code. Only input
for ledger codes 04, 06, 07, 08, 10, and 22 can use the full
accounting classification.

2-72   External Tables
    a. Several tables, previously internal to STANFINS, are now
external. Others, such as the TTEAVK3 table, are new. External
tables allow the STANFINS Functional Proponent at DFAS-IN to update
tables as frequently as necessary and to transmit tables to the
Defense Mega Centers (DMC). The DMCs make these tables available to
all STANFINS sites. This process replaces the requirement to develop,
test, and ship a package to disseminate new tables.
    b. The following is a list of the external tables:

      FUNAVK - Defense Civilian Pay System (DCPS) Element of
Resource Table assigns EORs to DCPS payroll transactions
 (Chapter 22).
      TBKAVK - Military Composite Rate Table assigns monetary
values to military personnel strength.
      TMMAVK - Man-Month Table is used to calculate man-months for
CMOD reporting.

      TRZAVK - Appropriation Level Table assigns reporting levels in the T9 Cycle to the certifiable 218 Report.

      TTEAVK1 - Long Appropriation Table validates the Department (DPT), Fiscal Year (FY), Basic Symbol (BS), Limit (LMT), and Ledger Code (LC)of records in the AXWAVK file in the TE Cycle.

TTEAVK2 - Short Appropriation Table validates the DPT, FY, BS, and LMT of records in the AXWAVK file in the TE Cycle.

TTEAVK3 - Reporting Level Table assigns CSCFA 218 reporting levels to records in the AXWAVK file in the TE Cycle. The reporting levels set are:

AXWAVK File Position	DE Field Name	CSCFA 218 Report TRC
69	MIL ANN	44, 45
70	EXP ANN	23, 1D, 1J, 1K, 1P
72	L8 LEV	37, 38
134	EXP MON	25, 26
135	MIL MON	33
150	CEIL MON	ZE
151	CEIL ANN	1A, 1C, ZB, 1B

TTMAVK - Army Management Structure (AMS) Table converted (in the TM Cycle) the AMS Codes in the AXWAVK file to the new structure in 1994. The table can be used again if there is a need to make mass changes to a master file.

TZYAVK - Basic Symbol Table sets reporting levels for expired appropriations in the Annual Cycle. However, this process is no longer necessary. The TTEAVK3 Table, as mentioned above, resets the levels for expired appropriations in the TE Cycle. All STANFINS sites must run a TE Cycle before starting up the new fiscal year.

T12AVK - Element of Resource Table edits transactions for valid EORS (see para. 2-73, pg. 2-76).

T21AVK1 - Non-Stock Fund Proforma Table assigns proforma codes to non-stock fund transactions using a combination of data elements such as Type Action (TA), EOR, Reimbursement Source Code (RSC), Obligation Data Code (ODC), FY Appropriation Group (FYAG), and type of funds (see Chapter 9).

T21AVK2 - Stock Fund Proforma Table assigns proforma codes to stock fund transactions using a combination of data elements such as TA, Document Identifier Code (DIC), Routing Identifier Code (RIC), Pre-Paid (PP) Flag, Product Code, and RSC (see Chapter 9).

T22AVK1 - Current Month FYTD General Ledger Account Code Table uses the proforma code of a transaction to assign General Ledger Accounts to current month/year transactions.

T22AVK2 - Inception General Ledger Account Code Table uses the proforma code of a transaction to assign General Ledger Accounts to prior month/year transactions.

T23AVK - Chart of Accounts Table assigns account titles to the General Ledger Reports in the TF Cycle.

T24AVK - Small Appropriation Table assigns FYAG to APC records in the AXWAVK file during the Daily Cycle. If STANFINS cannot assign an FYAG, an error message will appear on the Daily Preliminary Balance Report.

INSTALLATION BLOCK TICKET					
For use of this form, see AR 37-108; the proponent agency is Office of the Comptroller of the Army.					
BLOCK NO	TYPE OF DOCUMENT		NUMBER OF DOCUMENTS		DATE
201	Obligations		25		1273
ANALYSIS					
FUND DISBURSEMENT JOURNAL			OTHER (		)
ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
T/A 23		42,777.50			
TOTAL			TOTAL		
POSTED TO AND BY					
Blocked	DPD	FAO			

DA FORM 14-178   REPLACES EDITION OF 1 OCT 54

FIGURE 2-5 INSTALLATION BLOCK TICKET

2-44

Chart of FAD input edits, criteria, and flags for daily preliminary balance

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position

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Type-Action-Block-Total cards (recognized by a "T" in column 3 or 7):

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
"		3	"T" ("TOT" correction).		
"		7	'T" (T-A-B- total ID and T-A (cc 1-2 is not B4 or C4. Also, if 3 or 7 is "T" <u>and</u> document number (cc 50-63) is blanks or zeros <u>and</u> T-A (cc 1-2) is B4 or C4.		
"	Type-Action	1-2	(No edit.)		
"	Date	8-11	Not numeric (overlay zeros). Last three positions greater than 366 (overlay zeros).	T	34 (NA)
"	Amount	12-22	Not numeric (overlay zeros).	T	46
40	DO Voucher	23-28	Blank when cc 29-31 equals 'DOV" (and blank when cc 29-31 not equal to "DOV" <u>also</u>).	GG	131-132
41, B1	DSSN	23-26	Blank or invalid DSSN.	X	25
D1, 4L	Transmittal Number	27-28	Blank or invalid TL number.		

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

---

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position

---

Block Balance Exception PCN AVK-021.

  General Edit - Correction not processed and prints on report.

	Release	3	"R" - TA, Line Number and Amount must match a suspense line on the Daily Preliminary Balance (DPB).		
	Correction	3	"C" - TA and Line Number must match DPB.		
"	Block Total	3	"T" - Line Number must match DPB		

Type-Actions not detailed below are rejected as invalid on the FAO Input PCN AVK-009.

"	Type-Action	1-2	AV, B0, B1, B2, B4, CC, C4, D0, D1, JV, MA, W0, 1K, 1L, 1P, 1Q, 1R, 11, 13, 16, 17 19, 20, 21, 23, 32, 4L, 40, 41, 42, 43, 44, 51, 52, 53, 54, 55, 56, 57, 58, 6C, 62, 63, 69, 71. Disbursement edit-override as in the 4* series, or N* inquiries.	6	5
"	Document Number	50-63	All blanks.	P	82
"	Amount	71-80	Not numeric.	T	119

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
AV	FY-APC	10, 41–44	Either element includes a blank.	B	67
			Does not match a current record in APC file, if neither element includes a blank.	C	67
AV	Element of Resource	31-34	NA Overlay EOR 1010 in FAO input,	6	58
AV	Customer Number	50-55	Not in FXWAVK (overrides check for blanks)	7	76
AV	Amount	71-80	Not numeric (overlay zeros).	T	119

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Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
B0, B1	Accounting Class (except EOE) and Ledger Code	7-30 35-40	(From Uniques N203-ACC-4991 and N201-FISC-STA and constant 04, if fiscal station (cc 35-40) is not all blank or APC (cc 11-14) is all blank. (From APC file, if fiscal station (cc\35-40) is all blank and APC (cc 11-14) is not all blank and FY-APC (cc 10-14) matches a current record in APC file.)	(NA) (NA)	
B0, B1	FY-APC	10, 11-14	Does not match a current record in APC file, if fiscal station (cc 35-40) is all blank and APC is not all blank	C	37
B0 B1	Element of Resource	31-34	Must match 4 digit EOR in EOR Table and LC must be 04 or 27	6 6	58 58
B0, B1	Materiel Category	41	Blank, except ledger code 27 has no edit.	P	67
B0, B1	Supply Division	42	Blank, except ledger code 27 has no edit.	P	66
B0	Country Code	45-46	Must be valid country code when cc 45-46 is other than blank.		
B0, B1	Document Number	50-63	All blanks.		82

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
B0, B1	DO Voucher	64-69	Not numeric.	T	90
B0, B1	Amount	71-80	Not numeric (overlay zeros).	T	119
B2	Accounting Class (except EOE) and Ledger Code	7-30 35-40	(From Uniques N203-ACC-4991 and N201-FISC-STA and constant 04.)	(NA)	
B2	Element of Resource	31-34	Must match 22XX series EOR on 4 positions LC must be 4.	6 6 6	58 58 58
B2	Materiel Category	41	Blank.	P	67
B2	Supply Division	42	Blank.	P	66
B2	Country Code	45-46	Must be valid country code when cc 45-46 is other than blank.		
B2	Document Number	50-63	All blanks.	P	82
B2	Amount	71-80	Not numeric (overlay zeros).	T	119
B4, C4			Is recognized as detail rather than total card if document number (cc 50-63 is not blanks or zeros when cc 3 or 7 is "T". Also recognized as detail card if neither cc 3 nor 7 is "T".		

Chart of FAD input edits, criteria, and flags for daily preliminary balance--continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
B4, C4	Supply Division	7	Blank.	T	33
B4, C4	Routing Identifier Code	8-10 8-10	First position (cc 8) not alphabetic. All blanks.	U P	34 36
B4, C4	Materiel Category	12	Blank	P	38
B4, C4	FIA Code	13	Blank	P	39
B4, C4	Element of Resource (Supplementary Address cc 29-34)	31-34	Must match 4 digit EOR in EOR Table. LC must be 04. (Not be 1010, 000, 1400, 2600)	6 6	58 58
B4, C4	Signal Code	40	D or M.	0	66
B4, C4	Fund Code	41-42	First position blank. Second position not equal to Unique N216-STK-FD-ID. GA.	P 0 0	67 68 88
B4, C4	Unit of Issue	43-44	All blanks.	0	69
B4, C4	Quantity	45-48	Not numeric.	T T	71 75
B4, C4	Document Number	50-63	All blanks.	P	82

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
B4, C4	Price	64-70	Not numeric (overlay zeros).		
B4, C4	Amount	71-80	Not numeric (overlay zeros).	T	119
B4, C4	Ledger Code	(NA)	Overlay 04.	(NA)	
B4, C4	Accounting Class	(NA)	A later program uses Unique N202-ACC-LED04.	(NA)	
D0, D1	Accounting Class (except EOR) and Ledger Code	7-30 35-40	(From Uniques N203-ACC-4991 and N201-FISC-STA and constant 04, if fiscal station (cc 35-40) is not all blank or APC (cc 11-14) is all blank.	(NA)	
			(From file APC, if fiscal station (cc 35-40) is all blank and APC (cc 11-14) is not all blank and FY-APC (cc 10-14) matches a current record in APC file.)	(NA)	
D0, D1	FY-APC	10, 11-14	Does not match a current record in APC file, if fiscal station (cc 35-40) is all blank and APC is not all blank.	C	37
D0, D1	Element of Resource	31-34	First two positions not in table. 1010, 1400, or 2600. 0000, if ledger is 01-04, 19, or 23-27.	6 6 6	58 58 58

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
D0, D1	Materiel Category	41	Blank, except ledger code 27 has no edit.	P	67
D0, D1	Supply Division	42	Blank, except ledger code 27 has no edit.	P	66
D0	Country Code	45-46	Must be valid country code when cc 45-46 is other than blank.		
D0, D1	Quantity	45-49	Not numeric.	T	71
D0, D1	Document Number	50-63	All blanks.	P	82
D0, D1	Amount	71-80	Not numeric (overlay zeros).	T	119
W0	Routing Identifier Code	10-12	First position (cc 10) not alphabetic. All blanks.	U P	36 36
W0	Element of Resource	31-34	26**	6 6	58 58
W0	Fund Code	41-42	GA. Includes a blank. Does not match a current record in BXWAVK file. Second position not equal to Unique N216-STK-FD-ID.	0 P 6 0	68 67 68 68
W0	Supply Division	43	Blank.	T	69

** Last two positions of EOR Will be determined based on source of supply and type of materiel.

2-53

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position,
WO	Document Number	50-63	All blanks.	P	82
WO	Price	64-70	Not numeric.	T T	90 96
WO	Amount	71-80	Not numeric (overlay zeros).	T	119
WO	Ledger Code	(NA)	Overlay 04.	(NA)	
WO	Accounting Class (except EOE)	(NA)	A later program uses Unique N202-ACC-LED04.	(NA)	
1K,1L, 10,1S, 11,13,16,19:					
1*	Element of Resource	31-34	N/A Overlay EOR 1010 on FAO Input		
1*	Customer Number	50-55	All blanks.	0	76
1*	Document Number	50-60	All blanks.	P	82
1*	Amount	71-80	Not numeric (overlay zeros).	T	119

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	columns	Criteria causing flag	Flag	DPB print position
1K, 1L 11, 19	Accounting Classification	(NA)	Accounting classification of APC not equal to accounting classification for customer number. Excludes EOR and if BSN is 2040, excludes positions 4-6 of program element	M	33
1K, 1L 11, 19	FY-APC	10, 41-44	Does not match a current record in APC file. C		67
1K, 1L 11,19	FY	10	Not X or equal to FY for customer number (cc 55), if ledger is 01, 23, 24, or 25.	L L	36 81
1K, 1L 11, 19	Element of Resource	31-34	NA Overlay EOR 1010 on F&AO Input		
1K, 1L 11, 19	Customer Number	50-55	Not in FXWAVK file, if ledger is 01, 23, 24, or 25. (In addition to checks for 1*.)	7	76

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
10	Accounting Class (except EOE) MAT CAT, Sup Div	7-30 35-40 41-42	Does not match a current record in CXWAVK file.	A	3 3
10	Materiel Category	41	Not alphabetic.	U	67
10	Supply Division	42	Zero or blank.	P	66
10	Ledger Code	(NA)	(Overlay 04.)	Blank	5
1P, 1Q	Accounting Class (except EOE) MAT CAT, Sup Div	7-30 35-40 41-42	Does not match a current record in CXWAVK file (EC).	A	33
1P, 1Q	Ledger Code	(NA)	(Overlay 04.)	Blank	5
1R	Accounting Class (except EOE) MAT CAT, Sup Div	7-30 35-40 41-42	Does not match a current record in CXWAVK File (EC).	A	33
1R	Ledger Code	(NA)	(Overlay 29.)	Blank	5
1S	FY-APC	10, 41-44	Does not match a current record in APC file.	C	67

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
13, 16,	"FY-APC	10, 41-44	Does not match a current record in APC file.	C	67
	Ledger Code		Not 1, 3, 5, 19 or 23-26	Blank	5

Chart of FAD input edits, criteria, and flags for daily preliminary balance--continued

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T-A	Element	columns	Criteria causing flag	Flag	DPB print position
2*	FY-APC	10, 41-44	Does not match a current record in APC file, if APC does not include a blank.	C	67
2*	APC	41-44	Includes a blank.	B	67
20	End Strength	11-15	Must be Numeric or blank if EOR equals 11**, 14**, 18** or 28**	Z	
2*	RDTE Cost Center	20-26	Last six positions are not numeric, if symbol is 2040 **and** operating agency is 67 **and** ledger is 23 **and** object class (cc 31-32) is not STANFINS entry EOE equivalent to 11, 12, 16, or 17.	T	99
2*	Man-hours	20-26	Not numeric (overlay zeros), if symbol is not 2040 **or** operating agency is not 67 or ledger is not 23 (all from APC file) or object class (cc 31-32) is not the STANFINS entry EOE equivalent to 11, 12, 16, 17, or 28.	(NA)	
2*	Obligation Code	27	Not blank or A	E	12

Chart of FAO input edit criteria and flags for daily preliminary
balance

TA	Element	Position	Criteria Causing Flag	Flag
2*	EOR	31-34	Must match 4 digit EOR in EOR Table.	6
21			Cannot be 41**	8
2*	Qty	45-48	Not numeric, if BS in AXWAVK is 1080 (MAP)	T
2*	ODC	49	Not input as 1 or 2 or B thru O (Alpha), if ledger is 01-03, 05, 19, or 23-26 and EOE (cc 31-34) does not match EOE/ODC Table, or cc 31-34 does not match EOE/ODC Table and cc 49 is blank.	P
2*	Cus Num	50-55	All blanks.	P
2*	Doc Num	50-63	All blanks.	P
2*	Amount	71-80	Not numeric (overlay zeros).	T
2*	LC	(N/A)	Not 01, 02, 03, 05, 19, or 23-26.	9
2*	Cntry Codes	45-46	Not in table, if IBOP code (cc 45-48) is not all blanks.	6

Chart of FAO input edits and flags for daily preliminary balance

TA	Element	Position	Criteria Causing Flag	Flag
21 23 25 26	Liq Idc Cd	70	(Overlay K if input does not match table.)	N/A
3*	FY-APC	10, 41-44	Does not match a current record in APC file, if APC does not include a blank.	c
3*	APC	41-44	Includes a blank	B

Chart of FAO input edits and flags for daily preliminary balance

TA	Element	Position	Criteria Causing Flag	Flag
3*	Man-hours	20-26	Not numeric (overlay zeros), if symbol is not 2040 or operating agency is not 67 or ledger is not 23 (all from APC file) or object class (cc 31-32) is not the STANFINS entry EOE equivalent to 11, 12, 16, or 17.	N/A
3*	EOR	31-34	Must match 4 digit EOR in EOR Table.	6
			LC must be 01-03, 05, 23-26	6
			TA 32 - EOR must not be 41**	8
3*	ODC	49	Not input as 1 or 2 or B through O (Alpha), if ledger is 01-03, 05, 19, or 23-26 and element of resource (cc 31-34) does not match EOR/ODC Table, or cc 31-34 does not match EOR/ODC Table and cc 49 is blank.	P
3*	Cus Num	50-55	All blanks.	P
3*	Doc Num	50-63	All blanks.	P
3*	Amount	71-80	Not numeric (overlay zeros).	T
3*	LC	N/A	Not 01, 02, 03, 05, 19, or 23-26.	9

Chart of FAO input edits and flags for daily preliminary balance

TA	Element	Position	Criteria Causing Flag	Flag
31,32	ODC	49	Not input as 1 or 2, if ledger is 01-03, 05, 19, or 23-26, and element of resource (cc 31-34) does not match EOR/ODC Table, or cc 31-34 does not match EOR/ODC Table and cc 49 is blank.	6
31,32	Fnl Idc	70	(Overlay blank if input if not F, W, or Z)	N/A
32	APC	41-44	APC with current FY does not match a current record in APC file; if input FY (cc 10) is not X and if input FY-APC does not match a current record in APC file.	H
32	RDTE Cost Center	20-26	Last six positions are not numeric, if symbol is 2040 and operating agency is 67 and ledger is 23 (all from APC file) and object class is not STANFINS entry EOR equivalent to 11, 12, 16, or 17.	T
4*	FSN	35-40	Includes a blank and	B
	and APC	41-44	Includes a blank.	B
4*	FSN TFO	35-40	Does not match a current record in CXWAVK file, if it does not include a blank and does not match Uniques Table N110-FISCAL-STA.	D

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Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
4*	Accounting Class (except EOR)	7-30 35-40	Does not match a current record in CXWAVK file, if input fiscal station (cc 35-40) does not include a blank and does match Unique table N110-FISCAL-STA.	A	33
4*	Appropriation-Limit	7-18	Does not match a current record in CXWAVK file, if input fiscal station does not include a blank and does not match Unique table N110-FISCAL-STA.	D D D D	33 34 40 41
4* (TFO)	Reimbursement Designator	22	Not 0 or 7, if input fiscal station (cc 35-40) does not include a blank and does not match Unique table N110-FISCAL-STA.	0	48
4*	FY-APC	10, 41-44	Does not match a current record in APC file, if input fiscal station (cc 35-40) includes a blank and APC does not include a blank.	C	67
4*	RDTE Cost Center	20-26	Last six positions are not numeric, if input fiscal station (cc 35-40) includes a blank and APC does not include a blank and symbol is 2040 and operating agency is 67 and ledger is 23 (all from APC file) and object class (cc 31-32) is not STANFINS entry EOE equivalent to 11, 12, 16, or 17,	T	99

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Chart of FAO input edit criteria and flags for daily preliminary balance

TA	Element	Position	Criteria Causing Flag	Flag
4	EOR	31-34	Must match 4 digit EOR in EOR Table.	6
		40,41 42	If EOR is 4110, 4120, 4130, and LC is 01-03, 05, 19, 23-26, the LC is changed to 17.	N/A
4*	Ctry Cd	45-46	Not in table, if IBOP code (cc 45-48 is not all blanks.	6
4*	ODC	49	Not input as 1 or 2 or B through O (Alpha), if ledger is 01-03, 05, 19, or 23-26 and element of resource (cc 31-34) does not match EOR/ODC Table, or cc 31-34 does not match EOR/ODC Table and cc 49 is blank.	P
4*	Doc Num	50-63	All blanks.	P
4*	Amount	71-80	Not numeric (overlay zeros).	T

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	columns	Criteria causing flag	Flag	DPB print position
4L	Fiscal Year	10	Not X or equal to FY for customer number (cc 55), if ledger is 14. Also not F, R, or X or equal to FY for customer number, if ledger is 14, 15, 16, or 21 and customer is in FXWAVK file.	L L	36 81
4L	Customer Number	50-55	Not in FXWAVK file.	7	76
4L	DO Voucher Final	64-69 70	Not numeric. Not F or blank.	T 0	90 96
4L	Ledger Code	(NA)	Not 14 or 21.	9	5
40	Ledger Code	(NA)	Ledger code from edit file is 04, 20, or 27.	9	5
40	Customer number	50-55	Not in FXWAVK file, if it is not 000000 and ledger is 14, 15, 16, or 21.	7	76

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
40	Fiscal Year	10	Not F, R, or X and does not match FY in customer number and customer number is in FXWAVK file and ledger is 14, 15, 16, or 21.	L L	36 81
40, 41	FY-APC	10, 41-44	Does not match a current record in APC file, if input fiscal station does not include a blank and CXWAVK file record has ledger 01-03, 05, 19, or 23-26.	C	67
40, 41	Due Date	15-19	Advance entry (LC 17 or 18) for positive amount requires due date (Debt Management).	Z	20
4L, 42, 43	Bill Number	15-19	Collection entry for accounts receivables, LC 14, 15, 16, or 21, and customer number cc 50-55, not 000000, requires bill number (Debt Management).	Z	20
43	Bill Number	15-19	Collection for delinquent charges, customer numbers 9R149R through 9R160R requires bill numbers for accounts receivable or zero fill for travel and contractor advances (Debt Management).	Z	20
43	Bill Number	15-19	Collection for excise tax, customer number 8TA00X, requires bill number (Debt Management).	Z	20

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Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
43	Fiscal Station	35-40	Collection for delinquent charges, customer numbers 9R149R through 9R160R. requires customer number of original charge or last six positions of order number for travel and contractor advance (Debt Management).	Y	13
43	Fiscal Station	35-40	Collection for excise tax, customer number 8TA00X, requires customer number of original charge (Debt Management).	Y	13
4L, 43	Accounting Classification	7-40	Accounting classification of APC not equal to accounting classification of customer number if the first position of customer is not 8 or 9 only checks Dept, FY, Basic Symbol and Limitation. Excludes ASN and EOR. if BSN is 2040 or 203K excludes positions 3-6 of program element.	M	33
40, 41	Final	70	(Overlay blank if not F, W, or Z .) Not F or blank.	(NA) 0	96
41	Type-Action	1-2	Transaction for others, fiscal station (input) is not in Unique table N110-FISCAL-STA. Ledger code is 04, 06-08, 10, or 27.	W 9	5 6
41	Customer Number	50-55	All blanks.	0	76
41	DO Voucher	64-69	Not numeric.	T	90

Chart of FAO input edits and flags for daily preliminary balance

TA	Element	Position	Criteria Causing Flag	Flag
42	FY	10	Not F, R, or X and does not match FY in customer number	L
			(cc 55) and customer number is in FXWAVK file and ledger is 14, 15, 16, or 21.	L
42	FY-APC	10, 41-44	Does not match a current record in APC file, if input fiscal station does not include a blank and CXWAVK file record has ledger 01-03, 05, 19, or 23-26.	C
42	Cus Num	50-55	Not in FXWAVK file, if it is not 000000 and ledger is 14, 15, 16, or 21.	7
42	Fnl Idc	70	(Overlay blank if not F, W, or Z.)	N/A
42	N/A		Ledger code from edit file is 04 or 20.	9
42 43	DOV	64-69	Not numeric.	T
43	FY	10	Not X or equal to FY for customer number (cc 55), if ledger is 14. Also not F, R, or X or equal to FY for customer number, if ledger is 14, 15, 16, or 21	L
			and customer is in FXWAVK file	L
43	Cus Num	50-55	Not in FXWAVK file.	7
42	APC	41-44	LC cannot be 01-03, 05, 19, 23-26.	9
40	APC	41-44	LC 09 cannot be used with	
42			Reimbursement Designator 6 or 7.	+

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	columns	Criteria causing flag	Flag	DPB print position
42	Accounting Classification	7-40	Accounting classification of APC not equal to accounting classification of customer number if the first position of customer is not 8 or 9 and LC is 14. Excludes ASN and EOR. If BSN is 2040, excludes positions 4-6 of program element.	M	33
43	Final	70	Not F or blank	0	96
43	Ledger Code	(NA)	Not 14, 15, 16, or 21.	9	5
44	Type-Action	1-2	Transaction for others, fiscal station (input) is not in Unique table N110-FISCAL-STA. Ledger code is 04, 06-10, 12-18, 20-22, or 27.	W 9	5 5
44	FY-APC	10, 41-44	Does not match a current record in APC file, if input fiscal station does not include a blank and CXWAVK file record has ledger 01-03, 05, 19, or 23-26.	C	67
44	Customer Number	50-55	All blanks.	0	76
44	Final	70	(Overlay blank if not F, W, or Z.)	(NA)	
5*	Element of Resource	31-34	Must match 4 digit EOR in EOR Table (Not be 1010, 1000, 1400, 2600)	6 58	58

Chart of FAO input edits and flags for daily preliminary balance

TA	Element	Position	Criteria Causing Flag	Flag
5*	Cus Num	50-55	Not in FXWAVK file.	7
5*	Doc Num	50-63	All blanks.	P
5*	Amount	71-80	Not numeric (overlay zeros)	T
5*	LC	N/A	(Overlay 28.)	N/A
5*	Acct Class	N/A	Accounting classification of APC not equal to accounting classification for customer number. Excludes EOR and if BSN is 2040, excludes positions 4-6 of program element.	M
51, 52, 53, 58,	FY-APC	10	Does not match a current record if C is not all blanks.	C
"	Fiscal Year	10	Not X or equal to FY for customer number (cc 55)	L
"	APC	41-44	All blanks.	N/A
"	Obligation Data Code	49	Not input as 1 or 2 or B thru O (Alpha), if ledger is 01-03, 05, 19, or 23-26 an element of expense (cc 31-34) does not match EOR/ODC Table, or cc 31-34 does not match EOR/ODC Table and cc 49 is blank.	6
"	Ledger Code	N/A	(Overlay 28. Also copy the ledger to positions 47-48 from APC file if FY-APC matches a current record in APC file. TA 52 - LC must be 01, 03, 05, 09, 19, 23-26.	9

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
51, 52 56	BiIll Number	15-19	Earning transaction to customer number in FXWAVK requiring bill number on input. Position 9 equals Y in FXWAVK for customer number (cc 50-55) input (Debt Management).	Z	20
54, 56, 58	Bill Number	15-19	Entry for delinquent charges, writeoff or waiver, customer number 9R149R through 9R160R, in cc 50-55 requires bill number for accounts receivables or zero fill for travel and contractor advance (Debt Management).	Z	20
57	Bill Number	15-19	Entry for excise tax customer number 8TA00X in cc 50-55 requires bill number (Debt Management).	Z	20
54, 56 58	Fiscal Station	35-40	Entry for delinquent charges, write-off or waiver, customer number 9R149R through 9R160R in cc 50-55, requires customer number of original charge or last six positions of order number for travel and contractor advance (Debt Management).	Y	13
57	Fiscal Station	35-40	Entry for excise tax charges, customer number 8TA00X in cc 50-55, requires customer number of original charge (Debt Management).	Y	13

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	columns	Criteria causing flag	Flag	DPB print position
6C	FY-APC	10, 41-44	Does not match a current record in APC file.	C	67
6C	Man-hours	20-26	Not numeric (overlay zeros).	(NA)	
6C	Element of Resource	31-34	Must match four digit EOR in EOR table.	6	58
6C	Document Number	60-63	All blanks.	P	82
6C	Amount	71-80	Not numeric (overlay zeros).	T	119
6C	Ledger Code	(NA)	(Overlay 29.)	(NA)	
6C	Reimbursement Source Code	(NA)	(Copy from APC file latest FY-APC record read.)	(NA)	
61, 62	FY-APC	10, 41-44	Does not match a current record in APC file.	C	67
61, 62	Man-hours	20-26	Not numeric (overlay zeros).	(NA)	
61, 62	RDTE Cost Center	20-26	Last six positions are not numeric, if symbol is 2040 **and** operating agency is 67 **and** object class (cc\31-32) is not 11, 12, 16, or 17.	T	99

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
61, 62	Element of Resource	31-34	Must match 4 digit EOR in EOR Table	6	58
61, 62	Document Number	60-63	All blanks.	P	82
61, 62	Amount	71-80	Not numeric (overlay zeros).	T	119
63	FY- APC	10, 41-44	Does not match a current record in APC file.	C	67
63	Man-hours	20-26	Not numeric (overlay zeros).	(NA)	
63	Element of Resource	31-34	EOR must match 14** or A4** series in EOR Table.	6	58
				6	58
63	Document Number	50-63	All blanks	P	82
63	Prefix-Grade	64-65	Not 01-09 or E1-E9 or W1-W4, if block (cc 4-6) is not MIL and cc 56-63 is not PERS0000.	6	90

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

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T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
63	Man-days	65-70	Not numeric, if block (cc 4-6) is MIL <u>or</u> cc 56-63 if PERS0000.	T T	90 96
63	Amount/Man-days	71-80	Not numeric (overlay zeros).	T	119
69	Blank	7	Not C or blank.	0	33
69	Funded or Unfunded	8	Not F or U.	0	34
69	FY-APC	10, 41-44	Does not match a current record in APC file.	C	67
69	Man-hours	20-26	Not numeric (overlay zeros).	(NA)	
69	Element of Resource	31-34	(Overlay with all blanks.)	(NA)	
69	Document Number	50-63	All blanks.	P	82
69	Amount	71-80	Not numeric (overlay zeros).	T	119
71, JV	FY,APC	10,41-44	Does not match a current record in APC file.	C	67

Chart of FAD input edits, criteria, and flags for daily preliminary balance--Continued

T-A	Element	Columns	Criteria causing flag	Flag	DPB print position
71, JV	Element of Resource	31-34	EOR must match EOR Table	6	58
71, JV	ODC	49	Must be 1, 2, or B-0	P	75
71, JV	Document Number	50-63	All blanks.	P	82
71	Debit PFC	64-66	TA Contains an invalid proforma. Valid range is VAO-V16	V	90
71	Credit PFC	67-69	TA contains an invalid proforma. Valid range is VAO-V16	V	96
JV	DSSN	37-40	Must be 0000 or valid DSSN if Non-Integrated	6	66
JV	PFC	64-66	TA contains an invalid proforma. Valid range is VP4-VU7	V	90
CC					
MA					
N*	Action	2	Not 5 or 6	F	5

** CC – Conversion Calculations for General Ledger (eff 1 Oct 88) N/A input.
** MA - To be used for input in job R2 and before first daily, 1 Oct 88 only.

2-73.   EOR Table

The EOR table referred to in this chapter is a single table which contains three types of records.

Type D = DA Record is controlled by Software Change Package (SCP) or by Interim Change Packages (ICP).   These records include the valid EOR as included in AR 37-100-XX and special Valid Entry EOR's for STANFINS use only as included in Appendix A.

Type L = Local Record are controlled by the installation.   STANFINS SCP C01-37-00 initially included the old EOE 26** and 31** which are still valid for the STARFIARS interface for Prior to FY 88 and 'X' year funds.   The installation may update these records but cannot duplicate a Type D record.

Type T = Temporary Local Record are controlled by the installation.   The installation may update these records but cannot duplicate a Type D record. These records will be replaced by D records if a match occurs when the Type D records are modified by SCP or by ICP.

Daily Edit for EOR to this table:

Fiscal Year 8 (FY 8 is current) must match either a Type D or a Type T record. Fiscal Year other than 8 must match either a record on the file.

You may elect to update either type 'L' or type 'T' records but should be careful not to allow erroneous EOR's to process to current year appropriations and pass to the Status of Approved Resources report.   The purpose of the type 'T' record is to allow a temporary modification to the valid EOR as included in AR 37-100-XX.   The purpose of the type 'L' record is to allow a modification to the valid EOR as necessary for local conditions for prior FY funds.

A special use of the type 'T' record is to allow a local modification to the valid EOR as included in AR 37-100-XX for the purpose of including two digit and two zero (example: 2100) for processing department 97 funds where four digit EOR may not be required.

2-74.   TA and LC table

Only those TA codes which are processed in the Edit and Balance programs are listed below.   Interfund and GSA, for example, are not included.   Any TA not listed will be flagged as invalid.   The LCS may be obtained from one of the edit master files or they may be assigned by the system.   When only certain LCs are applicable for a given TA, the LC assigned by the master file is checked for compatability.   If found incompatible, it is flagged as invalid.

2-73a EOR Validation File Update Error Listing

  a. References:

    (1)   Program, PRYAVX
    (2)   PCN AVX-686

  b. Description/purpose of report: This report provides accounting personnel the ability to add or delete EORs locally. The local table EOR format is shown, below. The file ID is EORAVK, Title "EORACVK Master File".

<div align="center">FORMAT</div>

POSITION	TITLE	R?P	LENGTH	REMARKS
01-04	EOR	AN	04	
05	Record Type	A	01	"T or L*
06	Function	A	01	"A, C, or D"*

REMARKS: Record Type - "T" indicates that EOR is valid for all Fiscal Years.

                     "L" indicates that EOR is valid for Prior Years and "no" years.

      Function - "A" indicates an add.

          "D" indicatas a delete.

NOTE: Duplicates are not allowed on file. An EOR cannot coexist in both the P12AVK and EORAVX file. The AVKJTOII cycle was changed to establish a validation. check between the P12AVK and local EORAVK file. All EORs that exist on the P12AVX will be deleted off the Local EORAVX file during this cycle. The local EORAVX file will contain only locally added EORs.

2-74. TA and LC Table

Only those TA codes which are processed in the Edit and Balance programs are listed below. Interfund and GSA, for example, are not included. Any TA not listed will be flagged as invalid. The LCs may be obtained from one of the edit master files or they may be assigned by the system. When only certain LCs are applicable for a given GA, the LC assigned by the master file is checked for compatibility. If found incompatible, it is flagged as invalid.

Section VI
Phase II Procedures

2-75. General

a. Phase II procedures were developed by USAISSDCW to facilitate conversion from installation accounting systems to STANFINS. These programs remained available to the installation after conversion.

b. The use of Phase II procedures in the STANFINS system generally indicates either improper use of the system or a programming problem. Circumstances requiring the use of Phase II procedures must be researched and necessary action taken to prevent recurrence. In the case of programming problems, an incident report or systems change request should be submitted.

c. STANFINS no longer provides any Phase II capabilities to change the AXUAVX File (General Ledgers 1-27). All other Phase II capabilities are being retained, i.e. LXGAVX and FXWAVX.

2-76. Authorized use

Phase II procedures are authorized for use in making adjustments only under the following conditions:

a. Correction of out-of-balance conditions between files and/or subsidiary ledgers.

b. Correction of conversion errors.

c. Adjustment of erroneous data for prior months that cannot be corrected through normal input.

2-77. Controls

It is imperative that adequate controls are maintained for any Phase II adjustments; therefore, the following procedures must be adhered to:

a. Applicable section chiefs will prepare Phase II adjustments with documentation as to the circumstances which necessitated their use.

b. The chief of accounting branch will review all Phase II adjustments to assure their need and the completeness of documentation.

c. The installation accountant (or equivalent) will review and approve all Phase II adjustments prior to processing.